

JSD is seeking an experienced **Accounts/Admin Assistant** to join its team. The position will be in the head office located in Portlaoise, Co. Laois. The successful candidate will report directly to the Finance Director. The successful Candidate will have worked in a similar capacity previously and have a strong knowledge of finance and accounting in a construction environment.

Primary Responsibilities of the Role:

- Monitoring daily communications and answering accounts related queries.
- Preparation (cost and project coding) and entry of invoices to Creditors Ledger.
- Reviewing and verifying invoices ensuring all invoices are processed in a timely manner.
- Liaising with Management and Suppliers/Sub-contractors to follow up on queries and approvals.
- Reconciliations of supplier accounts and month-end reconciliations.
- Preparation and entry of employee expense requests.
- Maintenance of vendor files.
- Preparation of relevant monthly reports.
- Involvement in Debtors when required.
- Processing of payroll when required.
- Administration duties as required.

Skills and Qualifications

- Business or accounting technician qualification an advantage.
- Minimum of 2 years work experience in an accounts role in a fast-paced environment, preferably in the construction industry but this is not a necessity.
- Experience in supplier invoice processing and reconciliations.
- A thorough and meticulous nature, with attention to detail and high level of accuracy.
- Excellent communication, organisational and administrative skills.
- Must have good IT skills in Microsoft Office applications.
- Knowledge of SAGE 50 and Thesaurus Payroll a distinct advantage.
- Flexible and motivated team player with the ability to work on own initiative.
- Good time management skills with the ability to work under pressure and to strict deadlines.
- Trustworthy and discreet when dealing with confidential information.

Applications are invited in the strictest of confidence. JSD is an equal opportunities employer.

Forward applications to info@jsdcontracting.ie